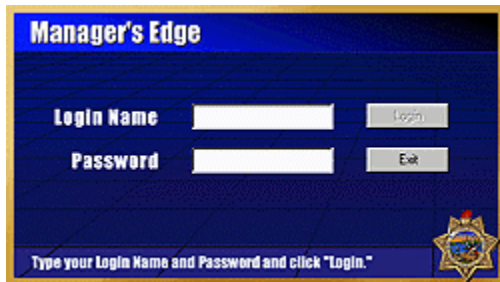# Manager's Edge Job Aid

Note: To print this job aid, click on the Print button at the top of the screen.

Manager's Edge is a software program on the multimedia computer for tracking students progress and performance in multimedia courses. Enrolling officers for multimedia instruction needs to be done only once. You will not have to enter all of your officers' names for each new course.

This job aid will assist you in learning how to add, edit, and delete student information in Manager's Edge. You will practice by enrolling a fictitious individual, adding pertinent information, editing this information, and finally deleting the officer from the computer. After enrolling all of your students, you will be able to print a report for your own records and verification.

- If your agency's personnel were automatically enrolled using the POST-supplied CD-ROM, use this job aid to check and edit information for each student.

- If you are manually entering information, use this job aid to enter all of the necessary data.

If you are logged in to Manager's Edge already, go to the Adding a User section.

Your computer is set up so that the Manager's Edge Login comes up automatically each time the Administrator Screen is accessed. (The computer is also setup to display the Manager's Edge Student Login each time the Student Screen is accessed.) The first step is to log into Manager's Edge as an administrator. If the Login screen is not present, double-click the Manager's Edge Admin icon on your computer screen.

If this is your first time logging in, refer to the Gettings Started with Manager's Edge Job Aid for Login Name and Password information. Type the Login Name and press the Tab key on the keyboard. Type the Password. Use the mouse to move the arrow over the Login button, and click the left mouse button.

If you have logged in before and changed your Login Name or Password, type your chosen Login Name and Password, and click the Login button.
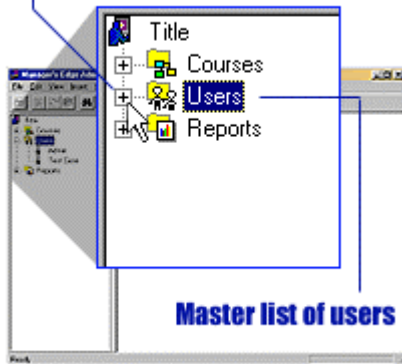
Click here to go to Adding a User

In this section, you will add information for John Smith, a fictitious officer in your agency.


Step 1 - In the upper left-hand part of the screen, move the mouse arrow over the plus (+) sign next to Users and click on the left mouse button. This has expanded the User list to show students that have been enrolled in Manager's Edge. Notice that the plus (+) sign is now a negative (-) sign. If no students are listed, follow this job aid to add students.
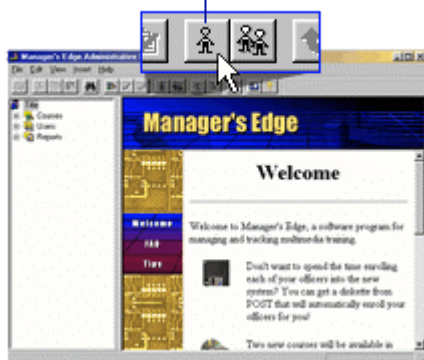

Step 2 - Move the mouse arrow over the New User button at the top of the screen. Then click the mouse button. This will display a series of boxes where you will enter information.

**Caution! Be sure to click the button with the icon representing a single person.**
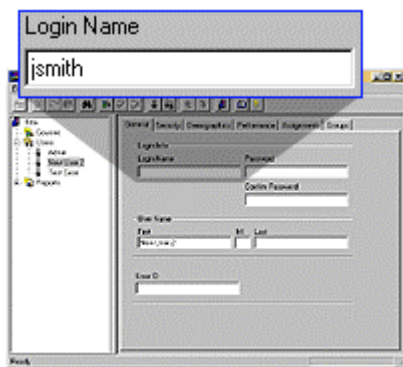
Step 3 - Move the mouse arrow to the Login Name box, and click the mouse button. Type **jsmith**.

Note: We suggest using the first letter of the first name followed by the user's complete last name (all in lower case). If you automatically enrolled users and there are multiple people with similar names, the automatic enrollment software varied the login names by adding characters from the first name until a unique login name was found.
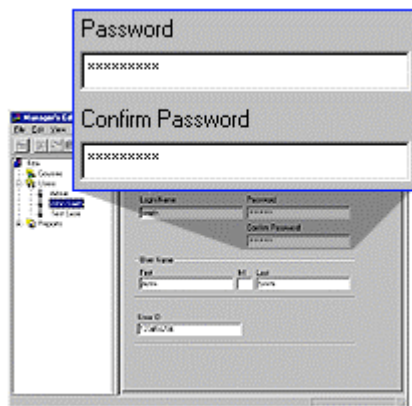
Step 4 - Press the Tab key to move the cursor to the Password box. Type **123456789**, John's social security number, and press Tab. Type the password again in the Confirm Password field. If you did not type in the password correctly, Manager's Edge will warn you once another user is selected or the program is shutdown.

Note: The password can be anything (letters or numbers). If you automatically enrolled your users, all user passwords are set to each individual's social security number. This can be changed later if desired.
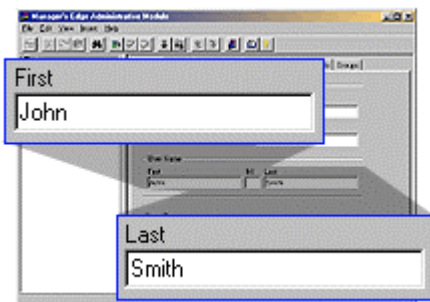
Step 5 - Press Tab to move the cursor to the User Name box. Press the Delete key or Backspace key to erase any text already in the First field. Type **John**, and press Tab twice. Type **Smith** in the Last field.
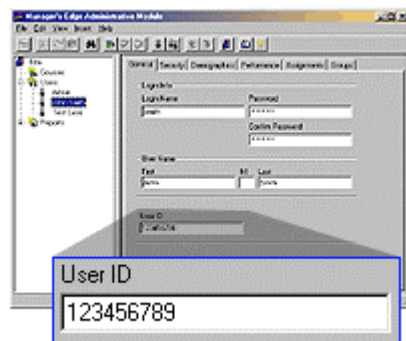
Step 6 - Press Tab to move the cursor to the User ID Box. Type **123456789**, John's social security number, with no spaces or hyphens (-).
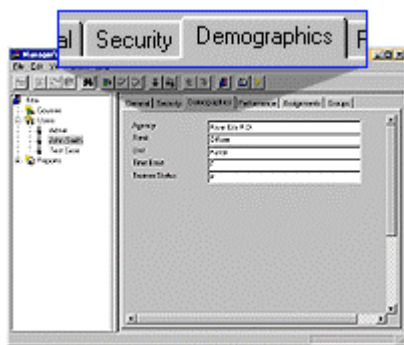
Step 7 - Click on the Demographics tab. Move the mouse arrow to the box next to Agency, and click the mouse button. Type the name of your agency and John Smith's Rank, Unit, Time Base (F=Full Time, P=Part Time), and Trainee Status (P=Peace Officer, N=Non-Peace Officer). Press Tab to move the cursor from one field to another. Here is the information to enter:

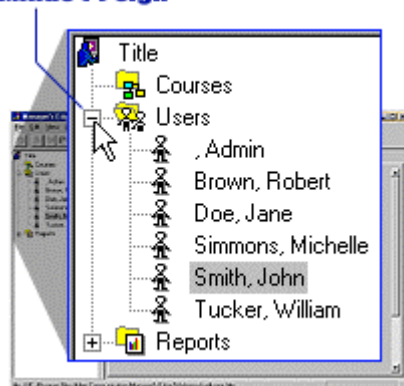Agency - Type your agency name into the Agency field.
Rank - **Officer**
Unit - **Patrol**
Time Base - **F**
Trainee Status - **P**

Step 8 - Click on the minus (-) sign next to Users to close the User list.

> If a warning message appears, click the General tab and correct the problem.

**Proceed to the next section on Editing a User.**

All users that have been added to Manager's Edge can be edited anytime by an administrator. Each user's information is displayed sequentially to browse through. This section will show you how to look up John Smith and change some of the data that you've already entered.

To learn how to edit a user's information, imagine that John Smith changed his password and forgot the new one. So you have to give him a new password.

Follow these steps to edit information on John Smith:

Plus (+) sign
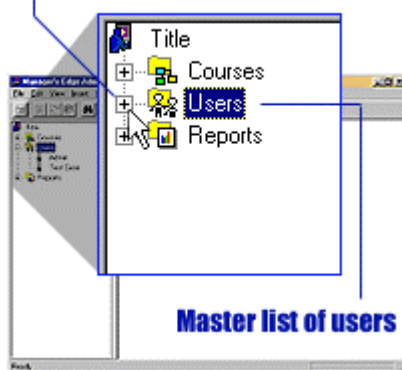
Master list of users

Step 1 - In the upper left-hand part of the screen, move the mouse arrow over the plus (+) sign next to Users and click on the plus sign. This has expanded the User list to show students that have been enrolled in Manager's Edge. Notice that the plus (+) sign is now a negative (-) sign.
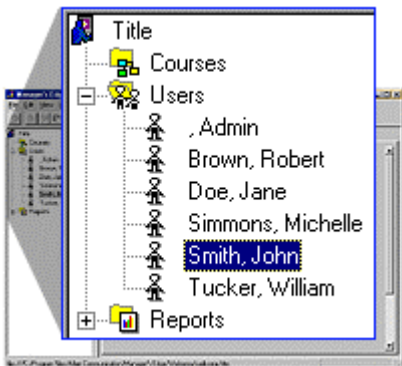
Step 2 - Move the mouse arrow over John Smith and click once to highlight.
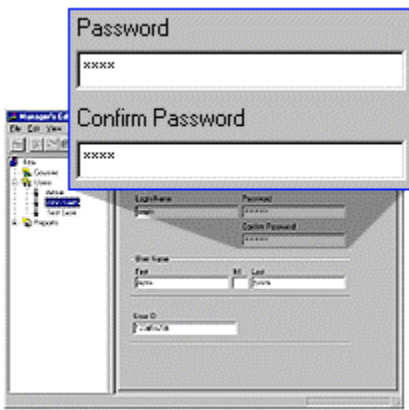
Step 3 - Click once in the Password field and delete all ***** characters from this box. Type **6789** as John's new password (the last four digits of his social security number), and press Tab. Type **6789** again. If you did not type in the password correctly, Manager's Edge will warn you once another user is selected or the program is shut down.
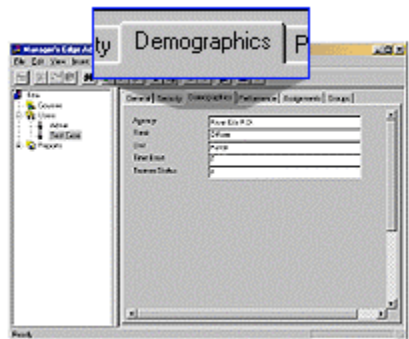
Step 4 - John has been promoted to Sergeant and assigned to Training. Click on the Demographics tab. Move the mouse arrow to the field labeled Rank, and click the mouse button. Change Rank from Officer to Sergeant, and press Tab. Change Unit from Patrol to Training.
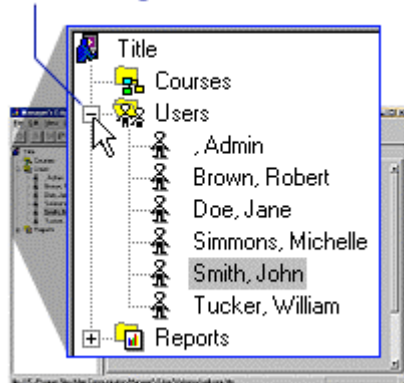
Step 5 - Click on the minus (-) sign next to Users to close the User list.

If a warning message appears, click the General tab and correct the problem.

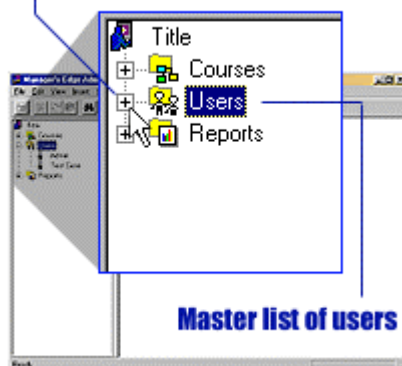**Proceed to the next section on Deleting a User.**

Deleting a user from Manager's Edge will remove all recorded information for this user.

Follow these steps to delete John Smith from Manager's Edge:

Step 1 - In the upper left-hand part of the screen, move the mouse arrow over the plus (+) sign next to Users and click on the plus sign. This has expanded the User list to show students that have been enrolled in Manager's Edge. Notice that the plus (+) sign is now a negative (-) sign.
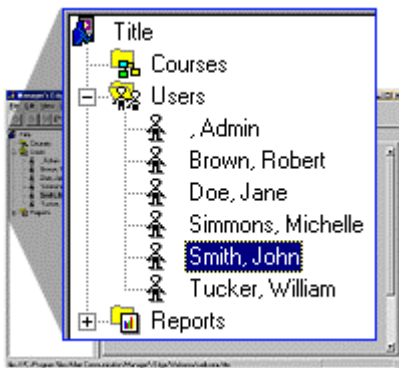
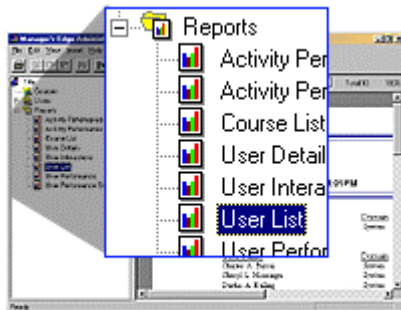**Step 2** - Move the mouse arrow over John Smith and click once to highlight.

Step 3 - Press the Delete key on the keyboard. Manager's Edge will ask you to confirm your intention to delete this user. Click the Yes button to remove John.

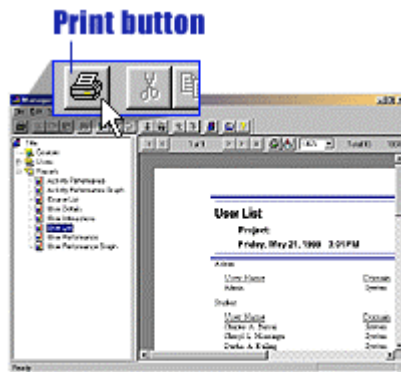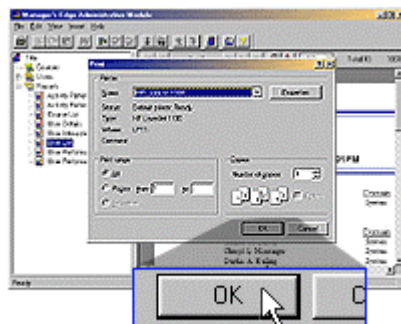**Proceed to the next section on Printing a User List.**

Included in Manager's Edge are a set of reports, which you can generate and print out.

Step 1 - Click the plus (+) sign next to Reports. Click once on User List under Reports.

Step 2 - Move the mouse arrow over the Print button at the top of the screen. Then click the mouse button.

Step 3 - Click OK to print.

Note: If you are manually adding users, go back to the section on Adding a User. (Only steps 2 to 7 are necessary when repeatedly adding students.)

Congratulations! The multimedia computer is now ready for the CD-ROM courses. You will receive information on how students access Manager's Edge and run courses when the first CD-ROM course is distributed.

You probably noticed that there are other tabs for entering information in addition to General and Demographics. Instructions on these tabs will be provided as needed. In the meantime, press the F5 key on your keyboard. Take a moment to look through the Manager's Edge Welcome, FAQ, and Tips screens.

When you are ready to exit Manager's Edge, click File at the top of the screen, then click Exit. The Manager's Edge Login will reappear the next time you log on the Administrator screen, or you can double-click on the Manager's Edge Admin icon on the Administrator Screen.

In addition, notice there are two other new icons (OMR and MTS Control Panel). Double-click on the OMR icon for more information.